



Lunenburg Public Library

Lunenburg Public Library Board of Trustees

Thursday May 15, 2014 6:45 pm

Lunenburg Public Library

Attending: Lisa Krowitz, Richard Mailloux, Jeanne Raboin, Robin Venezia

Meeting was called to order at 6:51 pm.

There was no public comment.

1. Director's Evaluation

a. LK asked a question about the "N's" that were kept in the evaluation tool. JR explained that it was important to keep so that the director knows some Trustees felt they didn't have enough information to evaluate.

b. Evaluation revisions:

- Page 1 - date changed from 2012 to 2013
- Page 6 - from 'Wowberry' to 'Wowbrary'
- Page 8 - sentence added: "The Trustees have noticed a significant increase in the number and frequency of library-related articles."
- Page 11 - last sentence changed to read: "We look forward to many years of working with her."
- Page 12 - final paragraph changed to read: "Operations Management – Other library needs took precedence."
- Page 13 - list reformatted

c. Motion made by Richard Mailloux and seconded by Lisa Krowitz to accept Martha Moore's FY13 Director's Evaluation as revised. Unanimous.

2. Salary Recommendation

a. RM compiled a list of MA library director's salaries with similar town populations (from MBLC web site)

b. Recommendation: \$63,192. This reflects a 3% increase (\$1,840.00/year). This recommendation reflects the following reasons based on the Director's evaluation from Trustees, LPL staff and external evaluations:

- Excellent staff (internal) and external evaluation comments
- Trustees value her expertise
- Acknowledgment Director's hard-work and achievements in FY13
- Development and implementation of policies and procedures in library that resulted in more efficient and effective services
- Director reduced LPL dependence on town IT support/resources

c. Motion made by Richard Mailloux and seconded by Robin Venezia to recommend a 3% salary increase (\$1,840.00), resulting in \$63,192 for FY14. Unanimous.

3. Director's contract: reviewed and the following amendments made:

- a. All dates changed to reflect FY14
- b. Salary changed to \$63,192.00
- c. Annual work schedule: unused vacation time that can be carried over to the next fiscal year changed to 10 days.
- d. Motion made by Lisa Krowitz and seconded by Richard Mailloux to amend library director's contract to reflect the date, salary and vacation-time carry over changes. Unanimous.

4. LPL Chair action items

- a. Revise director's FY13 evaluation
- b. Revise director's contract
- c. email Town Manager, Kerry Speidel to inquire about whom to notify concerning library director's salary increase.
- d. Set date with library director for presentation of evaluation and salary

Motion made by Richard Mailloux and seconded by Robin Venezia to adjourn at 8:09 pm.

Respectfully submitted,
Jeanne Raboin, Chair
Board of Trustees, Lunenburg Public Library